

## Statement of Deficiencies

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### 5305-E: State Fire Marshal

Not Met

State Approval Date : na

#### Findings/Corrections

5305.E. The Provider lacked documentation of a current annual fire safety inspection and approval from the Office of State Fire Marshal. Center inspected 8/03/04 with no recommendation. Re-inspection is due 9/03/04.

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### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. Center staff completed the children's daily attendance record and the record did not include [ the full name of the person picking up the child and the signature of staff completing the record. The person picking up children was indicated by "Ms. Smith" "Ms. Jones" etc. instead of the whole name. The staff signing the record used initials instead of signature, as required ].

The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released . This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

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### 5307-A.1: Mastercard

Not Met

#### Findings/Corrections

5307.A.1. All children's records reviewed lacked the required information on the Child's Information Form (MasterCard) as the following information was omitted [name and phone number of child's dentist and dietary restrictions]

Information form to include: name, birth date, sex, date of admission, name and phone number child's physician and dentist, dietary restrictions and allergies and signed and dated by the parent.

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### 5307-A.4: Transportation Permission

Not Met

#### Findings/Corrections

5307.A.4. All school children's records reviewed failed to contain signed agreements between the Provider and the parent to transport children to and from school--including the name of the school.

The authorization for daily trip shall include the name of the child, type of service (i.e., to and from which school), parent's signature and date.

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### 5307-D: Recordings andTaping

Not Met

#### Findings/Corrections

5307.D. The provider did not obtain documentation signed and dated by the parents indicating their awareness that the provider utilizes recordings or taping of children. Center uses video cameras to videotape children during the day.

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### 5309-C: Administrative Duties

Not Met

#### Findings/Corrections

5309.C. The Director's duties did not consist only of administrative functions when the number of children in care exceeded 42 as [ director was present to satisfy the child/staff ratio in a class of 3, 4, and 5 year-old children when specialist arrived.At that time the center's census was 49 ].

## Statement of Deficiencies

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for two staff--the substitute and one staff hired in 6/04.

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that one staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

There was also no documentation of the required 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

### 5312-B: Quarterly Training

Not Met

#### Findings/Corrections

5312.B. Provider lacked documentation of signatures of staff in attendance at quarterly staff meetings.  
One person signs the name of everyone in attendance.

### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [ 3 ] of [ 8 ] staff had documentation of this certification after 10 a.m. each day.

### 5312-F: Emergency Procedures

Not Met

#### Findings/Corrections

5312.F. The provider did not have written procedures for emergencies and evacuation as appropriate for the area in which the center is located such as chemical spill, train derailment, etc. Center only had procedures for fire, tornado, and flood.

### 5315-A: Child-to-Staff Ratio

Not Met

#### Findings/Corrections

5315.A. The Provider did not meet the required child to staff ratio for children of the following ages:  
8 one and two-year-old children were present with one staff. When children under two years old are present, averaging may not be used. The ratio for one year old children is 7 children to 1 staff.

## Statement of Deficiencies

### 5321-H: Parents Administering Medication in Center

Not Met

#### Findings/Corrections

5321.H. The Provider did not maintain documentation when parents administered medication to their own children on the child care premises to include:

- Date;
- Child's name;
- Time administered;
- Medication name;
- Dosage administered;
- Name of person administering medication.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document explanations for observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

### 5321-L: Illnesses and Unusual Behavior

Not Met

#### Findings/Corrections

5321.L. The Provider's documentation of [ illness ] was incomplete as it did not include: [ description of the illness and action taken ]

Complete documentation includes: child's name; type/description of illness or unusual behavior; date and time of onset; action taken; time of parental notification; and signature of person notifying parent.

### 5327-N: Safety Box

Not Met

#### Findings/Corrections

5327.N. The Provider did not post "The Safety Box" newsletter issued by the Attorney General's Office as required by Chapter 55 of Title 46 of the L.R.S 46:2701.

### 5327-O: Fire Drills

Not Met

#### Findings/Corrections

5327.O. Monthly fire drill documentation did not contain the following information: [signatures of each staff present. One person signed the names of all staff in attendance. ].

Complete documentation includes: date and time of drill; number of children present; amount of time to evacuate the center; problems noted during drill corrections noted; and signatures (no initials) of staff present.

### 5331-I: Liability Insurance

Not Met

#### Findings/Corrections

5331.I. The Provider 's liability insurance for the vehicle did not show medical expenses of a child injured while in the provider's care as part of the coverage. Insurance was Progressive Security Insurance. Policy # 040127773 with coverage dates 9/13/03 to 9/13/04.

## Statement of Deficiencies

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### 5333-F: Vehicles Visual Check

Not Met

#### Findings/Corrections

5333.F. The Provider did not have documentation that the driver or a staff person checked the vehicle and accounted for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

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### 5335-B: Required Staff When Transporting Child Under 5

Not Met

#### Findings/Corrections

5335.B. The Provider did not have the driver plus one staff in each vehicle when transporting any child under five years of age. Two four-year old children were transported to and from an ECE program at Central Park School during the school year with only the driver. No additional staff was present.

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### 5335-F: Visual Check of Vehicle

Not Met

#### Findings/Corrections

5335.F. The Provider did not maintain documentation for school transportation that the driver or attendant checked the vehicle to ensure that no child is left on the vehicle at the completion of each trip. Documentation shall include the signature of the person conducting the check and the time the vehicle was checked.